

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 229
DECEMBER 16, 2015 – WORK SESSION**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, December 16, 2015, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair** **Staff: Pam Dill**
 Richard Hannold, Member
 Jill Johnson, Member

Staff Present: **Bill Oakes, Director, Connie Bowers, Joantha Guthrie, Matt Nienhuis, Jan VanMuyden**

Others Present: **Keith Higman, John Kent, Jill Wood**

Record @ 00:05

Roads

Subject/Description: **Improving Citizen Outreach – govDELIVERY**

Attachment: Memorandum dated 12/3/15 from Connie Bowers to BOCC

Information: Road Division of Public Works is planning to pursue a pilot project with govDelivery, to improve citizen outreach through email; Amount: \$15,440.00 annually with a \$2,300.00 implementation cost. Funding is available in the Roads budget.

Clean Water Utilities

Subject/Description: **Clean Water Utility Report**

Attachment: Clean Water Utility Report 2011-2014

Information: Keith Higman & Bill Oakes reviewed the following CWU programs with the Board:

- Surface Water Program
- On-site Sewage System Inspection and Monitoring
- Hydrogeology Program
- Coastal Flooding
- CWU 6 Year Construction Program Named Projects
- Low Impact Development/Watershed Planning

Roads

Subject/Description: **CRP 05-04, JL 00033-0001, Federal Aid # HPP-2015(079) New County Road – Race Road to Houston Road Connector – Phase 1**

Attachment: Memorandum dated 12/2/15 from Peter Seybert to BOCC

Action Requested: Approval of Supplemental Agreement No. 7 – Agreement will provide for the completion of the environmental permitting and the design of New County Road through 100% Plans, Specifications, and Estimating.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

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ER & R

Subject/Description: Sturdyweld 3 Axle Pup Trailer

Attachment: Memorandum dated 11/25/15 from Matt Nienhuis to BOCC/P.O. 10388

Information: Purchasing 1ea 1992 Sturdyweld 3 axle pup trailer; Cedardale Truck & Trailer Sales, LLC; \$18,987.50 incl. WSST.

Parks

Subject/Description: North Bluff Property “AA” Well easement

Attachment: Memorandum dated 11/20/15 from Public Works-Parks/to BOCC

Information: Property owner adjacent to county donated land is requesting a well easement across the property to meet the 100’ well radius buffer to allow him to develop/sell his property. 2016 assessed value of the donated parcel is \$8,000.00.

Follow up: Okay with Board.

Solid Waste

Subject/Description: Laboratory Analysis Proposal

Attachment: none

Information: Public Works received three proposals. Bill Oakes recommended rejecting all three proposals, refining the RFP, and having proponents rebid in order to have equal information on all the proposals.

Follow up: Okay with Board.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, December 16, 2015 at 9:50 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Keith Higman, Hiller West, Paula Bradshaw

Record @ 49:30

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Public Health

- PHN 3, replacement, .75 FTE, C12 #120/15

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Commissioner Johnson moved to approve Job Requisition # 120/15. The motion was seconded by Commissioner Hannold and carried unanimously.

- Environmental Health Teach, new position, C7 #121/15
Commissioner Johnson moved to approve Job Requisition # 121/15. The motion was seconded by Commissioner Hannold and carried unanimously.

Planning

- Current Use Planner, replacement, C10-12, DOQ #119/15
Commissioner Johnson moved to approve Job Requisition # 119/15. The motion was seconded by Commissioner Hannold and carried unanimously.
Clean Water Utility Planner, C10-11, DOQ #129/15
Commissioner Johnson moved to authorize the Chair to sign Job Requisition # 129/15 to replace the Clean Water Utility funded planner. The motion was seconded by Commissioner Hannold and carried unanimously

Facilities

- Night Custodian, increase in hours from .63 FTE to 1 FTE #124/15
Commissioner Johnson moved to approve Job Requisition # 124/15. The motion was seconded by Commissioner Hannold and carried unanimously.

Superior/Juvenile Court

- Courthouse Facilitator, increase in hours from .65 to 1.0 FTE, NR 11 #117/15
Commissioner Johnson moved to approve Job Requisition # 117/15. The motion was seconded by Commissioner Hannold and carried unanimously.
- Juvenile Detention Officer, replacement, .5 FTE C9 #123/15
- *Commissioner Johnson moved to approve Job Requisition # 123/15. The motion was seconded by Commissioner Hannold and carried unanimously.*

Subject/Description: Personnel Policies & Procedures Manual revision

Attachment: yes

Information: Melanie reviewed three policies with the Board:

- 2.01.011 Classifications Plan/Pay Grade- New Positions and Revisions of Existing Positions
- 2.01.017 Service Credit upon Rehire
- 2.01.042 Education and Training

Follow up: Department Heads and Elected Officials will receive a copy of the PPPM on Friday, December 18th and the Board will further discuss at the January 6th work session.

Subject/Description: 2016 staff increases

Attachment: yes

Action Requested: *Commissioner Johnson moved to approve the increases to senior staff reflecting the findings of the 2015 salary study. The motion was seconded by Commissioner Hannold and carried unanimously.*

**Facilities Department
Summary Minutes**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 232
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Work Session was held between the County Commissioners and Facilities Department on Wednesday, December 16, 2015, at 10:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Richard Hannold, Member
Jill Johnson, Member

Staff Present: Larry Van Horn, Facilities Director

Others Present: Jackie Henderson, Human Services Director

Record @ 01:06:52

Subject/Description: Compass Health/Human Services move update

Attachments: Ltr dated 12/14/15 from Brett Carlton, Coast Real Estate to Larry VanHorn

Discussion: Jackie Henderson met with Tom Sebastian, Executive Director, Compass Health and Joe Valentine, Executive Director, NSMHA last week. At that meeting Jackie was told that Compass Health would vacate the building by the end of February. The letter from Coast Real Estate Services sets a target date of March 31, 2016.

The lease for the space currently occupied by Human Services, as well as the Compass Health lease, both expire at the end of the month.

Follow up: Work with the PA to respond to the 12/14/15 letter from Brett Carlton, Coast Real Estate, laying out the timeline for the move.

Subject/Description: PSE Energy Fair

Attachments: none

Discussion: PSE has asked if Island County is interested in hosting an energy-saving fair.

Follow up: Okay with Board to host fair with the exception of product selling.

**Current Use Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, December 16, 2015 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Richard Hannold, Member
Jill Johnson, Member

Staff Present: Hiller West, Current Use Planning & Community Development Director,
Paul Bradshaw, Andy Griffin, Building Official

Record @ 01:24:05

Subject/Description: Planning update

Attachment: yes

Information: Hiller West provided the Board with the monthly Planning/Community Development update.

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Subject/Description: FEMA appeal

Attachment: none

Action Requested: Hiller West informed the Board that they have received an estimate of \$43,000.00 from Coast & Harbor Engineering for the work involved with appealing the flood elevations and boundaries at several locations in the county. Planning staff and the Public Works Director will be meeting with Coast & Harbor Engineering on Thursday, December 17th.

Follow up: Staff will report results of meeting to Board at a future work session.

**Long Range Planning
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, December 16, 2015 at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Keith Higman, Interim Director, Brad Johnson, Beckye Frey, Meredith Penny, Paula Bradshaw, Nathan Howard

Others Present: Elaine Marlow, Budget Director

Record @ 01:47:27

Subject/Description: Grant Contract with the Department of Commerce

Attachment: none

Action Requested: Interagency Grant Agreement with WA State Department of Commerce Local Government Division, Growth Management Services, to assist in reviewing and updating the comprehensive plan and development regulations adopted under the Growth Management Act. Contract No. 16-63210-011; Amount: \$48,000. 00.

Follow up: Okay with full Board to move forward to a Tuesday consent agenda.

Subject/Description: Growth Management Hearings Board order on updated Fish and Wildlife regulations

Attachment: Memo dated 12/9/15 from Brad Johnson, to BOCC

Information: Brad Johnson reviewed with the Board options for addressing the FWHCA update. With respect to the seven issues the GMHB found Island County to be out of compliance with Long Range Planning staff believes (reasonable use, beaver dams, natural area preserves and time limits for existing and ongoing AG uses) can be readily addressed with minimal regulatory impacts, and the remaining (plants, prairies and oak woodlands, Western Toad) will require more research and analysis.

The Board concurred with staff's opinion on reasonable use, beaver dams and time limits but would like additional analysis regarding buffers for Natural Area Preserves.

Follow up: The Board directed staff to move forward on (1) Definition of Reasonable Use, (2) Beavers and Beaver Dams, (7) Time Limits for Existing and Ongoing Agricultural Uses and provide additional research/information on (3) Buffers for Natural Area Preserves, (4) Protection

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of Plants, (5) Prairies and Oak Woodlands, and (6) Western Toad. Long Range Planning staff will draft a separate compliance report. The Board directed staff to establish a work plan and schedule for addressing the remaining issues of non-compliance.

Subject/Description: Comprehensive Plan Reorganization

Attachment: Memorandum dated 12/7/15 from Long Range Planning to Island County Planning Commission

Discussion: Long Range Planning staff reviewed the proposal for reorganizing certain Comprehensive Plan elements.

- **Addition of New Introduction Section** - Commissioner Johnson suggested putting the history of the plan in the back as an appendix.
- **Natural Resources Element** – Incorporate the Natural Lands Element and some of the Water Resources Element. The remaining information from the Water Resources Element would be added to the Utilities Element.
- **Historic Preservation Element** – Adopt the Comprehensive Plan for Ebey’s Landing National Historic by reference.

Commissioner Hannold left the meeting at 11:35 a.m.

Subject/Description: Rural Lands Public Engagement Summary and Next Steps

Attachment: yes

Discussion: Beckye Frey presented a summary of the results from the Rural Lands community meetings, Planning Commission recommendations and next steps in the process.

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, December 16, 2015, at 1:00 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Staff: Pam Dill
Richard Hannold, Member - Excused
Jill Johnson, Member

Present: Wanda Grone, Treasurer, LaRae Brown

Others Present: Elaine Marlow, Budget Director

Record @ 03:06:18

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**Health Department
Summary Minutes**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 235
DECEMBER 16, 2015 – WORK SESSION**

Work Session was held between the County Commissioners and the Health Department on Wednesday, December 16, 2015, at 1:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Jill Wood

Record @ 03:20:16

Community & Family Health

Subject/Description: WIC update

Attachment:

Information: NAS Whidbey reported they received instructions to provide a no cost five year lease to Skagit Community Action.

Environmental Health

Subject/Description: Accredited Environmental Laboratory Services; Water quality testing of samples across various Public Health programs

Attachment: Request for Proposal

Information: Jill Wood informed the Board that Island County Health is soliciting proposals for on-call consultant services for water quality analysis for a three year term. The scope of work includes testing of water quality samples for the Island County Surface Water Quality Program, Swim Program, Beach Program and Hydrogeology Program.

Subject/Description: Update on 2015-2017 Delay of Site Hazard Assessment Grants

Attachment: Department of Ecology letter and FAQs

Information: Jill Wood noted that the WA State Dept. of Ecology- Site Hazard Assessment grant for \$16,000.00 was pulled from the December 8th consent agenda due to a potential delay in funding from DOE. Any restoration of funding will not occur until the end of the 2016 legislative session.

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, December 16, 2015 at 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Others Present: Elaine Marlow, Budget Director

Record @ 03:41:10

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Subject/Description: Consider appointment to the Noxious Weed Control Board

Attachments: yes

Action Requested: The Board considered reappointments to the Noxious Weed Control Board.

Follow up: Okay with full Board to move recommendation forward to a Tuesday agenda.

Subject/Description: 2016 2% Hotel-Motel Lodging Tax Committee recommendations

Attachments: yes

Action Requested: The Board approved moving forward with all recommendations made by the committee at their meeting on November 12, 2015 except Greater Oak Harbor Chamber of Commerce, Oak Harbor 365, in the amount of \$31,475.00.

Commissioner Johnson will contact the PA's office to clarify the Commissioner's authority in terms of accepting, rejecting or reallocating funding that was recommended by the Lodging Tax Advisory Committee.

Follow up: Okay with full Board to move forward to Tuesday's agenda.

Add-on

Subject/Description: Human Resources/Sheriff-Corrections Division

Attachments: none

Action Requested: Authorization to continue using provisional officers for an additional six months or until the jail is fully staffed.

Follow up: Okay with full Board to move forward to the Board's Tuesday agenda.

Record @ 04:36:55

EXECUTIVE SESSION ANNOUNCED

Commissioner Price Johnson announced the Board would meet in Executive Session at 4:00 p.m., as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session will take place in the Administration Building, Commissioners' Conference Room 214, and is anticipated to last approximately 30 minutes. No announcement in open public session is expected.

Chairman's Agenda
Summary Minutes

The County Commissioners met during Chairman's portion of Work Session on Wednesday, December 16, 2015 at 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Record @ 04:36:55

Subject/Description: Presentation from NBBJ

Attachment: Power Point

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Information: Kim Selby, Project Manager/Planner and Liz Jacks, Principal in Charge/Programmer, provided a presentation to the Board, Elected Officials and Department Heads on a Space Needs Assessment for Island County.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Richard M. Hannold, Member

Jill Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board